

15 April 1965


MEMORANDUM FOR: Chief, Administrative Staff, ODDI

SUBJECT: Records Retirement

1. Reference is made to Mr. Borel's request dated 12 March 1965 that report be made relative to our efforts on records retirement.

2. This Office keeps entirely current in its records activities. No records are retired except files of published NIE's and SNIEs, and such memoranda as are considered records of this Office, together with the unique development files of each estimate. The only additional material which is retired to records center is that for which this Office is the office of record, i.e., certain financial records of unvouchered funds and unique O/NE files regarding the Office's history and development. Periodically, as a matter of routine, draft estimates are removed from file and destroyed when the estimate is published. Our Records Control Schedule is kept current and periodically reviewed. Members of the O/NE staff responsible for management of record files have visited the Records Center several times and reviewed our holdings there. We are satisfied that all possible effort is continuing in order to hold our records at a minimum.

3. This report is three days late. Mea culpa, but attention was involuntarily shifted from records to budget.


Administrative Officer
Office of
National Estimates

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